

ADMINISTRATIVE MEMO NO. 9

November 11, 1942

TO FBIS OFFICERS AND MEMBERS OF THE STENOGRAPHIC
AND CLERICAL STAFF:

It is reported that the FBI is getting mail and telegraph messages which should come to us at FBIS. The best way I know to avoid this is for all of you, in any correspondence you may have with people outside this agency, to give the full name of our unit, the Foreign Broadcast Intelligence Service, and the street address.

/s/ Robert D. Leigh

Director
Foreign Broadcast Intelligence Service